

U.S. DEPARTMENT OF LABOR  
Occupational Safety and Health Administration  
WASHINGTON, D.C. 20210



MAY 9 1975

Mr. F.W.M. Janney  
Director of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Janney:

Section 19 of the Occupational Safety and Health Act of 1970 mandates the head of each agency to establish and maintain an effective, comprehensive safety and health program for his employees. Pursuant to his responsibilities under the Act, the Secretary of Labor published detail guidelines to assist Federal agencies in this endeavor - 29 CFR 1960 "Safety and Health Provisions for Federal Employees." Executive Order 11807, dated September 28, 1974, requires each agency head to observe the guidelines published in 29 CFR 1960. (Copies enclosed).

The Secretary of Labor, with the advice and counsel of the Federal Advisory Council on Occupational Safety and Health, is now developing safety and health training requirements to be included in Part 1960. The Subcommittee on Federal Safety and Health Training Requirements is coordinating the development of these requirements. At its last meeting, the Subcommittee discussed:

- (a) The areas of safety and health training that each Federal employee will need;
- (b) The training courses that will respond to these individual employee needs;
- (c) The potential employee population that each training requirement will impact;
- (d) The facilities which will be necessary to provide these training courses; and
- (e) The qualifications of the instructors who will be conducting training.

The Office of Federal Agency Safety Programs (ONF) is currently developing seven (7) training courses related to occupational safety and health which are designed for Federal employees at all levels - administrators, safety and health practitioners, supervisors, union representatives, and general employees. (See Attachment I). The

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Subcommittee is extremely concerned with the employee population that these courses will address; therefore, we would appreciate receiving a numerical breakdown of the employee categories on the enclosed form.

I would appreciate your assistance in this very important matter.

*GF Scannell*

Gerard F. Scannell  
Director  
Office of Federal Agency Safety  
Programs

Enclosures

May 5, 1975

MEMORANDUM FOR DIRECTOR, OFFICE OF FEDERAL AGENCY SAFETY  
PROGRAMS

Subject: Numerical Breakdown of Agency Personnel

CATEGORY

APPROXIMATE NUMERICAL  
BREAKDOWN

✓ A. Senior Federal Officials - This includes  
all individuals in grades 16 and above.-----

☆ (B) Safety and Health Enthusiasts - This  
includes all individuals who have full-time  
program and operational responsibilities for  
maintaining an effective, comprehensive  
safety and health program.-----

✓ C. Supervisors - This only includes the first  
line supervisors; that is, the individuals  
who direct the workforce in their daily  
activities.-----

✓ D. General Employees - (Not included above)  
This includes all employees who will need  
a general orientation concerning their rights  
and responsibilities under the Act. Could  
you also approximate the number of new  
employees that enter your agency each year.-----

✓ E. Office Personnel - This includes all  
employees who work primarily in office  
assignments.-----

(F) Collateral Duty Safety Personnel -  
This includes all individuals who have  
part-time program and operational  
responsibilities for maintaining an  
effective, comprehensive safety and  
health program.-----

0 (for 100)

November 1974

## FEDERAL AGENCY TRAINING DEVELOPMENT PROJECTS IN PROGRESS

### Federal Agency Training Courses

OSHA has awarded a \$106,069 12-month contract to the Human Resources Research Organization (HumRRO) of Alexandria, Virginia to design, develop, and pilot test courses with associated training materials on occupational safety and health topics relevant to Federal department and agency activities. One set of courses is being developed for each of four groups that have safety and health responsibilities and functions within the hierarchy of a Federal agency. The courses will be constructed in a modular format, to allow each agency to structure courses suitable to its needs and the needs of the target groups. Each person in a target group will be given a "core" of basic information, while the appropriate add-on modules will vary depending on occupation of the attendees. For each module, the contractor will develop course outlines, instructor manuals, and training support materials, including recommended handout materials.

A set of courses, consisting of a core and a "laundry list" of modules, is being prepared for each of the following groups:

- (1) Union Representatives - The course materials for union representatives are expected to emphasize recognition of hazards. The materials for this group will be designed to cover each of the operations in which represented workers are employed.
- (2) Supervisors - The supervisor's safety and health units will deal in depth with aspects of safety and health in operations directly under the supervisor. The units will also include how to communicate information on safe and healthful practices to the members of the unit and how to effectuate necessary improvements in cooperation with upper level management.
- (3) Safety and Health Practitioners - The courses for an agency's safety officer will be the most extensive of all the groups. Topics will include safety and health considerations for most of the operations in the organization served by the Safety Officer, how to correct hazardous situations, and the functions of union representatives, supervisors, and senior Federal officials in safety activities.
- (4) Senior Federal Officials - This will be a fairly short program oriented to how the top person in a Federal agency with safety and health responsibilities can and should provide support to the safety and health program and assess the effectiveness of those programs.

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It is anticipated that the above courses will become available for distribution about September 1975

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Orientation to the Occupational Safety and Health Act of 1970

A six to eight hour course will be developed that will orient Federal employees to their rights and responsibilities under the Act, especially under Section 19, and under Executive Order 11807. The course will emphasize the provisions of the Act for public establishments and the differences between the coverage of public and private employees.

Illustrated Office Safety Course

A one hour training course is being developed to teach office safety and health practices to employees of Federal departments and agencies who work primarily in administrative and other types (of office) assignments. The course will focus on the design of office layouts, occupational safety and health standards applicable to tools, machines, and processes normally found in or near offices, and recommended practices for those who work in or near offices.

Training Program for Collateral Duty Safety Personnel (CDSP)

A forty hour training course will be developed for persons who serve part-time as safety officials in small Federal agencies. The course will discuss the essential characteristics of an effective safety and health program and the special problems of small Federal agencies in planning, organizing, directing, and controlling safety and health functions. Included will be a definition of the role of the CDSP, the educational and other qualifications for such an appointment, the identification of safety and health hazards, the formulation of specific plans of action, the implementation of these plans, and the assessment of countermeasure effectiveness. Federal agency safety and health program-OSHA interface and the application of OSHA standards will also be discussed.

It is anticipated that the above courses will become available for distribution about March 1975.

Detailed information on where and how to obtain these courses including a price list will be forwarded as soon as it becomes available.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security 4E 60, Headquarters		
2			
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	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b>  Believe this to be more appropriate to your office as you are responsible for the Agency's Safety Program.  <div style="background-color: black; width: 300px; height: 40px; margin: 10px auto;"></div>			
FOLD HERE TO RETURN TO SENDER			
<b>FROM: NAME, ADDRESS AND PHONE NO.</b> Director of Personnel 5E 58, Headquarters			<b>DATE</b> 19 May
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